

County of Santa Clara

Roads and Airports Department

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April 16, 2024

MINOR ENCROACHMENT PERMIT FEES FY25 UPDATED RATES

The Roads and Airports Department ("Department") has a fee and rate structure to determine fees for encroachment permits. Fees for Major Encroachment Permits (complex permits or activity on expressways or major roads) are based on actual staff hours and expenditure accounting to achieve full cost recovery. Fees for Minor Encroachment Permits are based on the Minor Encroachment Permit Fee Schedule.

The Department periodically performs a comprehensive review of the Minor Encroachment Permit Fee Schedule in accordance with the Controller-Treasurer Fees and Charges Policy of the County of Santa Clara. The Department is recommending revised minor encroachment permit fees solely based on recent increases to staff hourly rates. The staff salary increases (10% on average) plus benefits and overhead increases from Fiscal Year 2023 to Fiscal Year 2025 resulted in an approximately 20% increase in the staff hourly rates used for calculating the fees. The resulting fee calculations (fee = time x staff hourly rate) are presented in the attached comparison of fees.

The Housing, Land Use, Environment, and Transportation Committee will review the Department recommendations on April 18, 2024. Subsequently, a resolution to approve the fees is tentatively scheduled to be presented to the May 21, 2024, Board of Supervisors meeting. The formal notice regarding the Board meeting will be posted in the San Jose Post-Record and agenda packet information will be provided at the Board website close to the time of the meeting. The updated Minor Encroachment Permit Fee Schedule will take effect on July 1, 2024.

If you have any questions, please contact me at tom.esch@rda.sccgov.org.

Sincerely,

Thomas L. Esch, P.E.
Senior Civil Engineer

UPDATE TO MINOR ENCROACHMENT PERMIT FEE SCHEDULE (Based on Staff Hourly Cost Increase Only)

FY23 RATES vs Proposed FY25 RATES

VER DATE: 3/29/24

| No. | Fee Item (Project Type/ Sub-Type) | Current FY23 Fee | Proposed FY25 Fee | Difference | % Increase |
|---|---|------------------|-------------------|------------|------------|
| A. Sidewalk/Curb Permit | | | | | |
| A1 | Remove and replace to same grade and dimensions as existing | No fee | No fee | No fee | |
| A2 | New or relocation, regrading or widening of existing | \$ 2,164 | \$ 2,611 | \$ 447 | 20.7% |
| B. Driveway Permit | | | | | |
| B1 | Residential Existing - remove and replace to same grade, width and use. | No fee | No fee | No fee | |
| B2 | Residential New or widening and/or regrading of existing driveway | \$ 2,138 | \$ 2,579 | \$ 441 | 20.6% |
| B3 | Commercial Existing - remove and replace to same grade/width. | \$ 2,729 | \$ 3,277 | \$ 548 | 20.1% |
| B4 | Commercial New or widening and/or regrading of existing driveway | \$ 3,000 | \$ 3,592 | \$ 592 | 19.7% |
| C. Tree Removal and Tree Trimming | | | | | |
| C1 | Tree Removal: Discretionary, not a safety or property damage issue | \$ 2,367 | \$ 2,861 | \$ 494 | 20.9% |
| C2 | Tree Removal: Safety or property damage issue | No fee | No fee | No fee | |
| C3 | Tree Trimming: By resident when portion of shoulder is blocked | \$ 952 | \$ 1,168 | \$ 216 | 22.6% |
| C4 | Tree Trimming: Crane or boom truck operating in County ROW | \$ 1,542 | \$ 1,859 | \$ 317 | 20.6% |
| D. Traffic Control/ Markings | | | | | |
| D1 | Traffic control per location (does not include street closures) | \$ 2,278 | \$ 2,756 | \$ 478 | 21.0% |
| D2 | Striping and Markings per location | \$ 3,052 | \$ 3,669 | \$ 617 | 20.2% |
| E. Utility Trenching, Boring, Underground Work | | | | | |
| E1 | Trenching - not impacting infrastructure/hardscape | \$ 2,294 | \$ 2,782 | \$ 488 | 21.3% |
| E2 | Utility Trenching/Boring - New/Maintenance/ repair to utility structures | \$ 3,001 | \$ 3,603 | \$ 602 | 20.1% |
| E3 | Trench Cut Fees | --- | --- | --- | |
| F. Utility Structures (does not necessarily involve trenching) | | | | | |
| F1 | Work on existing utility poles/ service boxes/ vaults | \$ 2,788 | \$ 3,357 | \$ 569 | 20.4% |
| F2 | Manhole or handhole work/ collar replacement/ no trenching | \$ 3,126 | \$ 3,762 | \$ 636 | 20.3% |
| G. Miscellaneous Work | | | | | |
| G1 | Dumpster or storage bin per location (3 day period) | \$ 100 | \$ 100 | \$ - | |
| G2 | Remove/install fence, gate, landscape, mailbox | \$ 1,875 | \$ 2,283 | \$ 408 | 21.8% |
| G3 | Use of County ROW for Construction laydown/access | \$ 2,946 | \$ 3,543 | \$ 597 | 20.3% |
| H. Vehicle Permits | | | | | |
| H1 | Oversize/Overweight Vehicles - per day per vehicle | \$ 16 | \$ 16 | \$ - | |
| H2 | Oversize/Overweight Vehicles - per year (annual blanket permit) per vehicle | \$ 90 | \$ 90 | \$ - | |
| I. Specialized Permits | | | | | |
| I1 | Miscellaneous Special Permit | \$ - | \$ - | \$ - | |
| I2 | Special Event - Block Party | \$ 98 | \$ 98 | \$ - | |
| I3 | Minor Special Event | \$ 200 | \$ 200 | \$ - | |
| I4 | Special Event - Expressive Activity | \$ 200 | \$ 200 | \$ - | |
| J. Extensions of Permits/ After-the-Fact Fees/ Rider Fees | | | | | |
| J1 | Rider fee (amendment or minor change by permittee after issuance) | \$ 464 | \$ 540 | \$ 76 | 16.3% |
| J2 | 1-year extension | \$ 442 | \$ 539 | \$ 97 | 22.0% |
| K. Specialty Reviews or Additional Fees (See Note 14) | | | | | |
| K1 | Electrical Design and Operations Review (County utilities nearby) | \$ 246 | \$ 287 | \$ 40 | 16.3% |
| K2 | Road Maintenance Engineering Review (impacts roadway or drainage) | \$ 285 | \$ 344 | \$ 58 | 20.4% |
| K3 | Electrical Inspection | \$ 210 | \$ 264 | \$ 53 | 25.4% |
| K4 | Additional Construction Inspection - Hourly | \$ 218 | \$ 262 | \$ 44 | 20.0% |
| K5 | Additional Construction Inspection - Per Each Additional Utility | \$ 218 | \$ 262 | \$ 44 | 20.0% |
| K6 | Change to approved Traffic Control | \$ 246 | \$ 287 | \$ 40 | 16.3% |
| K7 | Specialty Review - Traffic striping and markings, road closures | \$ 246 | \$ 287 | \$ 40 | 16.3% |
| K8 | Tree Removal in addition to Other Work | \$ 601 | \$ 705 | \$ 103 | 17.2% |
| K9 | Additional Permit Processing - Hourly | \$ 158 | \$ 206 | \$ 49 | 31.0% |
| K10 | Additional Land Development Review - Hourly | \$ 246 | \$ 287 | \$ 40 | 16.3% |